



Town of Walpole
Commonwealth of Massachusetts

PERSONNEL BOARD

Michael McGrath, Chair
Julie Lowre, Vice-Chair
Shannon McCarthy

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7292

MINUTES OF December 14, 2021

The Personnel Board met on Tuesday, December 14, 2021 beginning at 5:30pm via Zoom. The following members were present:

Michael McGrath, Chair
Julie Lowre, Vice Chair
Shannon McCarthy

Also Present:

Patrick Shield, Assistant Town Administrator
Patrick Deschenes, Community & Economic Development Director

Agenda Items:

CALL TO ORDER:

Chair Michael McGrath called the Personnel Board meeting to order at 5:33 pm.

Review and Approval of Job Description

Town Administrator Patrick Shield presented job descriptions for the positions of Permit Administrator, Management Analyst, Communications Director, and Intern.

Motion moved by Michael McGrath to approve the job description for Permit Administrator, seconded by Julie Lowre.

Roll call vote:

Michael McGrath: YES
Shannon McCarthy: YES
Julie Lowre: YES

Vote 3-0-0 Approved

Motion moved by Michael McGrath to approve the job description for Management Analyst, seconded by Shannon McCarthy.

Roll call vote:

Michael McGrath: YES
Shannon McCarthy: YES
Julie Lowre: YES

Vote 3-0-0 Approved

Motion moved by Michael McGrath to approve the job description for Communications Director, seconded by Shannon McCarthy.

Roll call vote:

Michael McGrath: YES
Shannon McCarthy: YES
Julie Lowre: YES

Vote 3-0-0 Approved

Motion moved by Julie Lowre to approve the job description for Intern, seconded by Michael McGrath.

Roll call vote:

Michael McGrath: YES
Shannon McCarthy: YES
Julie Lowre: YES

Vote 3-0-0 Approved

APPROVAL OF PERSONNEL ACTION REQUESTS:

The Board had no questions regarding the PAR's

Motion moved by Michael McGrath to approve the PAR's, seconded by Julie Lowre.

Roll call vote:

Julie Lowre: YES
Shannon McCarthy: YES
Michael McGrath: YES

Vote 3-0-0 Approved

MINUTES:

a. Approval of Minutes from November 16, 2021

The Personnel Board opted to table the vote to approve the November 16 minutes until the next meeting on Tuesday, January 11, 2022.

ADJOURNMENT:

With there being nothing else to discuss

The Personnel Board adjourned at 5:44.

Respectfully submitted,

Kevin Sanderson

Minutes approved on: January 11, 2022